

**Minutes of the APSUO Steering Committee Meeting
Held on July 18, 2002, at Argonne National Laboratory**

Attendees:

J. Budai, L. Chen, D. Cookson, J. Day, M. Gibson, D. Haeffner, L. Keefe, R. Klaffky, D. Mills, T. Rauchas, J. Rose, A. Rosenzweig, B. Stephenson, S. Strasser, M. Vigliocco-Hagen, and P. Zschack.

Routine Business:

Paul Zschack, APSUO Chair, called the meeting to order. The minutes from the previous meeting were approved as written.

Zschack informed the committee that Lisa Keefe has been appointed as the director of IMCA-CAT.

Steve Durbin was unable to attend the meeting but will meet separately with a subcommittee to begin discussions on the User Meeting.

Action Items from April Meeting:

Distribute an overview or summary of each Steering Committee meeting to all badged users. This item was not accomplished due to time constraints.

Establish dates for the next APS User Meeting. Accomplished. The dates for the Twelfth Users Meeting for the APS are April 29–May 1, 2003.

Provide information developed for User Advisory Committee Chairs' trip to Washington to all Steering Committee members. This information is available upon request by any Steering Committee member.

Notify Paul Fenter that he has been asked to remain on the ANL Library Committee as the APS users' representative. Accomplished. A consultant has been hired by Argonne to discuss the possibility of a centralized library system. This person may wish to meet with the Library Committee.

Investigate posting of Argonne/APS events of the week on a bulletin board in the Guest House lobby. The Guest House has agreed to do this, and Rick Fenner has agreed to format the list each week. The last step is to assign someone to collect the information and provide it to Rick Fenner each week.

Arrange for a talk on science publicity from the APS at the next APSUO Steering Committee meeting. This was not accomplished; however, if the Steering Committee is still interested in this talk, the APS will arrange it for a later meeting.

Operational Update:

Significant milestones from the last run (02-1) show that it was the longest run with the highest run availability (97.1%). The run also had the highest integrated current delivered (182.2 A-hrs) with the highest average current of 97.4 mA. A review of current run operations indicates that since June 28, 2002, 280 hours without a fault were achieved with 99.75% availability.

The FY 2003 Operations Schedule was discussed as well as the top-up and non top-up modes of operation and the times devoted to each. It is the consensus that further discussion is needed in this area.

APS personnel are currently providing safety support in the area of eyewash/shower inspections and power tool testing. User orientations and General Employee Radiation Training are now available on an as-needed basis.

Discussions are being conducted with CAT safety representatives to develop specific plans that will allow for less impact on the currently successful CAT Experiment Safety Review Process. Implementation is planned for January 2003. This new system will require all CATs to use an electronic submission process.

The current Independent CAT Safety Assessment (ICSA) process will be eliminated. BES has challenged APS to provide a more active involvement in CAT safety, and Argonne policy requires inspections at a higher frequency than ICSA provided. Most of the participants felt that there was little benefit provided by the process for interaction among CAT representatives on safety topics. The interaction can continue through periodic workshops with APS and CAT participation in the areas of safety discussions, future needs, and lessons learned from each participant.

II Policy and Procedures:

Denny Mills briefed the group on the Draft Independent Investigator (II) Policy and Procedures document developed by the II Task Force. The objective of the APS II program is to provide maximum opportunities for productive use of the APS by qualified researchers through a central APS peer-review proposal submission and allocation process. The new proposal submission system will require that all proposals be submitted through the APS Web-based proposal submission and tracking system, using a single proposal form. The proposer will specify either Macromolecular Crystallography or General Science on the form. A different web form will then be completed depending on the proposer's choice. All proposals will go immediately to the APS User Office

where individuals listed on the proposal will be checked to make sure they are registered APS users and are affiliated with an institution that has a valid user agreement with the APS.

If the proposal specified macromolecular crystallography, reviewers will be chosen from a database list also maintained by the APS User Office. These proposals will be sent electronically to reviewers twice a week with two reviewers per proposal. Reviews should be returned within one week.

Proposals other than macromolecular crystallography will be reviewed at the APS by one of several Proposal Review Panels (PRPs) within one week after the proposal submission deadline.

The proposals and the findings of the macromolecular crystallography reviewers or PRPs are sent electronically by the User Office to each CAT identified by the proposer. The CAT(s) will determine the suitability of its facilities for the proposed experiment and report to the Beamline Allocation Committee (BAC). CATs designated as national user facilities should award beamtime to proposals and beamtime requests prior to the meeting of the BAC and forward their decisions to the APS User Office. The BAC will award only the DOE-required fraction of available beamtime (25%).

Beamtime will be awarded on the basis of the proposal reviews and ratings from the PRPs, CAT evaluations, special considerations in support of outreach goals or for exploratory work, requested CAT(s), and the likelihood of success.

If a proposal is denied, an appeal process will be available for the proposer. Appeals for denial of beam time for all CATs except those designated as national user facilities are heard by the BAC; appeals for denial of beam time for CATs that are designated as national user facilities are heard jointly by the CAT and the BAC.

This new II plan will be in place and operational for the first run of calendar year 2003 (the run starting January 29, 2003). Thus, the system has to be in place by November 1, 2002, the due date for II proposals for that running period

BES-CAT Operations Policy:

Murray Gibson presented the latest information on the BES-CAT operations policy issues, among them the centralized scheduling concept and the development and formulation of a new Scientific Advisory Committee (SAC) to replace the former Program Evaluation Board (PEB). BES policy favors the 20%/80% CAT to II mix in operations phase for future facilities. BES does not support direct funding to CATs without buyback of Independent Investigator time.

APS has developed a draft policy to support these changes with scientific and technological impact being the standard measurement for scheduling decisions. The

facility must be made more accessible to IIs to attract and retain innovative outside partners who can develop new capabilities and new user communities.

BES will provide most of the funds that support construction and research at APS beamlines whose areas of research support the BES mission. BES will continue to provide research support to APS CATs on a competitive basis from their programmatic funds. Operational costs will not be provided directly to CATs, but APS will provide support on a case-by-case basis. BES will increase the APS budget to reflect this added responsibility. In return for this support, the CATs will be asked to return an appropriate segment of beamtime to the facility for independent investigator use. The transition of CATs that are currently receiving operational funds from BES will be made gradually over the next several years. CATs are free to seek operational funds from agencies other than DOE-BES to secure their independence from the APS.

These changes are designed to increase the level and stability of operational resources and the effectiveness of the CATs. It will also increase the accessibility of the facility by making more beam time available for general competition.

Any CAT is eligible for special operational support from the APS. A CAT may obtain support when it requests support from the APS based on need, when the SAC determines that the CAT is under-utilizing its sector(s), or the APS may approach a CAT with a proposal to develop enhanced capabilities or to develop new user communities on a collaborative basis. APS management will make the decision on special operational support after discussions with the affected CAT and with input from the CAT's review committee. An important criterion for special operational support will be alignment of proposed work with BES missions.

When the APS provides special operational support for a CAT, it will negotiate increased II time and a modified management plan.

Special operational support will be distinguished from the baseline of general support that the APS provides to all CATs and will cover areas such as staffing; seed research and travel support; appropriate space, phone, utility charges; mechanical engineering/design drafting; secretarial support; computer support beyond the level supported APS-wide; and M&S for routine operations. This support will be negotiated on a case-by-case basis depending on the needs of the CAT.

All personnel support by the APS must be APS staff members, although it might be permissible for CATs to provide partial support to such staff members through user accounts. Details will be developed on a sector-by-sector basis, but the APS must be able to exercise its employer responsibilities with all APS employees.

The SRI CAT has now increased its share of II time to 50%. It is expected that in the future SRI will make available a larger fraction of beamtime on sectors 1-4 to independent investigators. SRI is developing a revised plan addressing the need for well-supported public beamlines combined with innovative instrumentation and research. SRI

will be involved in special program proposals, which will provide incentives for upgrading the facility.

New PEB Structure and Schedule:

Gibson also presented information on the new APS Policy Proposals on Review and Operational Support of CATs and sectors. The Scientific Advisory Committee (SAC) inherits and expands the role of the former Program Evaluation Board (PEB). Its role will include the evaluation of the scientific output and facility utilization for all APS sectors, the examination of performance and recommendation of appropriate beamtime allocation for existing CATs, the evaluation of Letters of Intent and scientific proposals for new and reconstituted CATs, the providing of advice to APS management on special operations support for CATs, the review of Special Program Proposals that request 10% or more beam time per year on any sector, and the review of new APS policies, and other issues as appropriate.

The SAC will consist of twelve members, 11 of which will serve a two-year term renewable by mutual consent, and the APSUO Chair, *ex officio*. The APS Director will appoint the members of the SAC and select the chair from the 11 regular members. The chair will serve for two years and remain on the committee for an additional two years to provide continuity.

Performance evaluation of each sector will be based on scientific and technical output, accessibility, and utilization of beam time.

The SAC will meet once per year, normally in January or February. In addition to the regular reviews, the SAC will also oversee the performance of the APS operation of sectors where APS staff are designated as Operations Managers (Sectors 1-4).

Sector performance will be reviewed on a three-year cycle with a full day review by a Sector Review Committee (SRP) chaired by a SAC member. Each SRP will be made up of six or more expert reviewers, including at least two specialists in the relevant sciences who are not regular users of synchrotron radiation. The SAC will appoint members of the SRP. A minimum of one SAC member will be a member of each SRP and be responsible for reporting results to the full SAC; however, all SAC members are encouraged to attend sector review meetings. Efforts will be made to cluster relevant sector reviews together and share panel members where appropriate.

Tentatively scheduled for sector review in November 2002 are CMC-CAT, DND-CAT, and MU-CAT.

APS/User Publications:

Gibson emphasized the importance of updating publications lists regularly. All publications should be included and must be up-to-date. Plans are underway to create a real-time publication statistics web page.

Executive Session:

David Cookson and John Quintana reported on their attendance at the APS Operations Meetings. Both felt that the time spent in these meetings was very worthwhile and that user representation should continue. They felt that the Operations people need to know how the users feel.

The subject of Argonne libraries was discussed. Due to budget constraints, Argonne is looking into closing several libraries on site. The Steering Committee felt that it was in our best interest to maintain an APS library because of the anticipated growth in the user community. This will be discussed with Paul Fenter, the APSUO representative on the Argonne Library Committee.

The Steering Committee discussed the format for its own quarterly meetings and whether anything should be changed in the way business is conducted. It was the consensus that the meetings continue as they have been.

Discussions were held regarding the next User Meeting. Some items to think about are workshop topics, speakers, and the possibility of advisory sessions on how to contact congressmen regarding budget issues. Lin Chen, Dean Haeffner, and Lisa Keefe volunteered to meet with Steve Durbin in early August to discuss these issues and the general planning of the meeting. The Nominating Committee for a new slate of APSUO members was formed. Its members are Amy Rosenzweig, John Rose, and Brian Stephenson.

If committee members have suggestions for members on any of the Proposal Review Panels, those names should be submitted to Paul Zschack by August 1, 2002.

Action Item:

Submit names to Paul Zschack by August 1, 2002, for members of the Proposal Review Panels. (all Steering Committee Members)

Next Meeting:

The next meeting of the APSUO Steering Committee Meeting will be held on October 10, 2002.